



Information Booklet

Project Lead – Grade 7

National Town Centre First Office

3 Year Contract

Open Competition

Please note: If you are an employee of a Local Authority, pursuing this role as a secondment opportunity and are shortlisted for interview, the LGMA may request confirmation that you have sought and received pre-approval from your local authority to take up this post on secondment.



LGMA
Local Government
Management Agency

**Please submit applications by:
5pm on Friday 14th April, 2023**

**Applications should be emailed to:
jobapplications@lgma.ie**

About the LGMA

The Organisation

The Local Government Management Agency (LGMA) is a state agency that provides a range of services and supports to the local government sector. We are an agency of the Department of Housing, Local Government and Heritage, primarily funded by local authorities.

Through our work with local authorities and other stakeholders, we support the co-ordinated and effective delivery of local government services and policy.

Our work is guided by the local authorities and geared towards helping them to improve efficiency across their services; to implement change; and to make use of leading practice from inside and outside the sector.

Working for the LGMA gives you the opportunity to gain experience at the heart of local government and to make a real difference for local authorities and citizens in Ireland.

What we do

The LGMA's work extends across a number of diverse areas in order to meet the changing needs of the local government sector.

We drive, monitor and maintain shared services projects across the local government sector.

- We advise and support on strategy and policy development across the local government sector.
- We provide professional Human Resources (HR) and Industrial Relations (IR) guidance, advice and support to local authorities.
- The LGMA develops, procures, maintains and provides support for several internal ICT systems in use in the local government sector.
- Our Libraries Development section is the national advisor and development agency for public libraries in Ireland.
- The LGMA is at the forefront in leading several national projects including:
 - Housing Delivery Co-Ordination
 - National Town Centre First Co-Ordination Office
 - Emergency Vacant Housing Delivery Unit
 - National Waste Management Co-Ordination Office
 - Water Services Transition Office (WSTO)
- Our National Town Centre First Office will co-ordinate and oversee the implementation of the Town Centre First policy and its deliverables nationally including through the Town Regeneration Officer Network throughout the Country.

- The LGMA provides research and communications support to the local government sector.
- We provide programme management and innovation support to local authorities. Find out more about the LGMA at www.lgma.ie

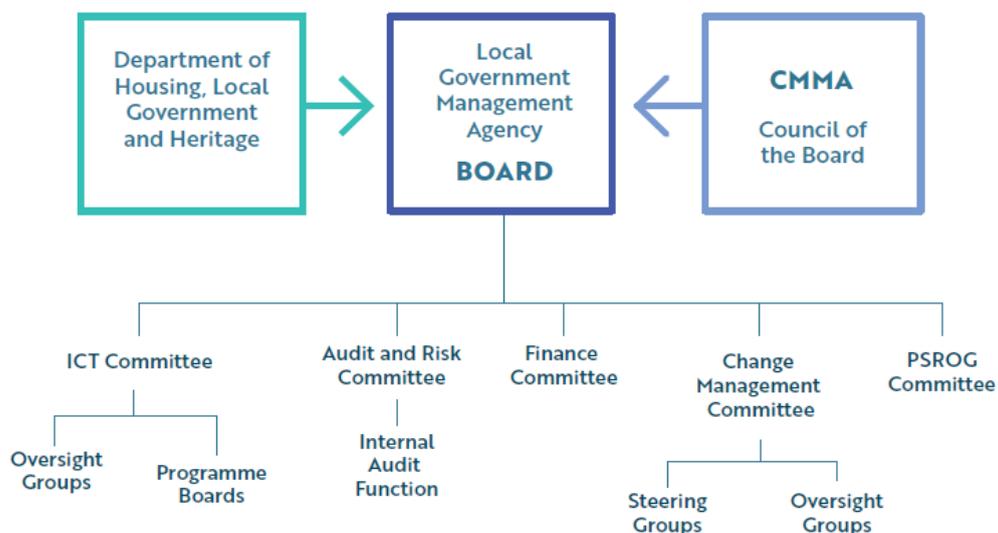
Governance

The Government’s ‘Action Programme for Effective Local Government – Putting People First’, confirms local government as the primary means of public service at local level and identifies the sector as key to promoting local community, social and economic development. The current structure of local government in Ireland comprises 31 local authorities with separate responsibility for the delivery of a wide range of services in their local area with a focus on making their respective towns and cities attractive places to live, work and invest.

These services generally include housing, planning, roads, water supply, local economic development, environmental protection, provision of recreation and amenities and community infrastructure. The Local Government Management Agency is a vehicle of the local government sector, working for local authorities with local authorities.

The LGMA conducts its business in accordance with the rules, regulations and accountabilities which govern State Agencies in Ireland. In that regard a Council of the Board of the Agency has oversight through the Board and its committees. The Council of the Board, comprising the Chief Executives of the 31 local authorities appoint 8 members to the Board and the Minister for Housing, Planning and Local Government can appoint up to 4 members. The business of the Agency is facilitated by a series of sub-committees, detailed below, recognising the obligations of the Performance Delivery Agreement with the Department of Housing, Planning and Local Government.

LGMA GOVERNANCE STRUCTURE



Town Centre First Policy

The recently published Town Centre First (TCF) policy recognises that Irish towns are facing significant challenges and opportunities that require a coordinated and comprehensive response both at local and national level. The implementation of this policy, the establishment of a National TCF Office, and the deployment of the associated national and local resources will facilitate and support this response by towns of all sizes across the country so that town centres can function as the sustainable and vibrant heart of the communities they serve, in ways that are adaptable and appropriate to 21st Century needs.

The COVID-19 pandemic has made us more aware of the importance of quality public realm, streets, parks, and other amenities in towns which provide space for communities to socialise and recreate. From a broader perspective, towns impact on our quality of life and should be attractive places for people of all ages, abilities, and social background to live. They remain the focus of work and enterprise, with new opportunities now presented by remote working. Towns also service the needs of visitors and tourists, as well as being an important source of community character, identity, and local pride. The Town Centre First policy aims to create town centres that function as viable, vibrant and attractive locations for people to live, work and visit, while also functioning as the service, social, cultural, and recreational hub for the local community.

National Town Centre First Office

The National Town Centre First Office, which is located in the LGMA, is supported by the relevant CCMA committees and themed advisory & technical groups and sit under a National Oversight and Advisory Group (NOAG). The role of the National Office will be to convert direction, policy, and national ambition from the NOAG into a targeted Annual Implementation Plan. It will also act as the conduit between the reporting of progress and challenges of implementation at ground level to the policy making, steering, and funding at national level. The National Town Centre First Office will drive the delivery of the TCF policy nationally and implement the actions assigned to it in the Policy. The Office will co-ordinate the delivery of the Annual Implementation plan by local authorities and the Town Regeneration Officer Network which will collaborate with key stakeholders, State Agencies and Government.

The National Office will set standards, conduct research, identify best practice and pathways, provide supports and processes, developed through engagement with all stakeholders and interested parties. This approach will provide the local town teams with all the necessary tools and resources for a consistent, transparent, positive engagement with the policy, leading to the development and implementation of deliverable Town Centre First Plans throughout the country.

The National Office will be supported by themed advisory & technical groups and by the relevant CCMA Committees. It will also form key alliances with the relevant Government departments, developing meaningful KPI's and ensuring focus for the relevant departments to work with local authorities to ensure a steady pipeline of projects for the consideration of all available funding streams.

Objectives

The focus of the national office will be to deliver the actions assigned to it in the recently published TCF Policy including:

1. Develop an Annual Implementation Plan to guide delivery at a national level and monitor delivery through regular progress reports for TCF alongside an on-going work plan of progress on actions in order to monitor implementation.
2. Develop a skill building programme to increase the capacity and capability of town teams nationally.
3. Establish and support a collaborative TCF network to ensure consistency and best practice in the roll-out of the TCF policy nationally from respective town teams while sharing experience and developing practice on a national level.
4. Develop a new national toolkit to support the implementation of the TCF policy framework by providing a range of examples of best practice and available resources to guide implementation. The toolkit will include:
 - I. A TCF web portal to provide accessible and central dashboard to navigate the TCF framework including the National Toolkit, National Policies, sectoral supports, available funding and specific enabling tools nationally.
 - II. Specific strands targeting key factors such as urban development, economic purpose, social function, digitalisation, sustainable mobility and climate adaptation.
 - III. A national, integrated and scaled-up Health Check Model which utilises existing progress through the Heritage Council's Collaborative Town Centre Health Check approach and builds a national database on our towns.
 - IV. A best practice model for developing a Town Centre First plan that can be adapted to suit the characteristics of all towns and inform future investment.
 - V. Communicate varied examples (pathfinder towns/case studies) of successful, vibrant, revitalised town centres.
5. Identify a number of towns to act as early priority demonstrators of the TCF process – Pathfinder Towns.
6. Develop and share exemplary /operational practices of TCF through a national TCF awards scheme and hosting events that provide networking opportunities at a national level.

7. Establish and support the alignment and mapping of existing and emerging data for towns in order to provide an on-going evidence base for towns in collaboration with key stakeholders.
8. Establish a dedicated and on-going TCF research and evidence base platform which can be co-shared at a national level by towns.
9. Identify agreed specific data measurement requirements with respect to social and economic outcomes, digitalisation skills and climate action.
10. Commission research to inform the assessment of the costs, benefits and social return of investment in town centres, which will better inform public policy interventions that impact and shape investment decisions in our towns.
11. Promote existing exemplars and current models which illustrate successful town centre living and encourage behavioural change.
12. Enable a consistent methodology for the development of TCF Plans by each town.
13. Ensure that targeted TCF funding will be provided through Government investment programmes such as the URDF and RRDF.

About the role

Aimed at Grade 7 analogous Senior Executive Architect/ Engineer/ Planner, the Project Lead will work as part of a multi-disciplinary team within the National Town Centre First Office. The Project Lead will promote the national TCF agenda through specific actions that are implementable at local level and support the effective performance of the Town Regeneration Officer network. The ability to build relationships and trust at both national and local level across a broad range of stakeholders is a key aspect of the role.

Working as a member of the National TCF Office team, the Project Lead will report directly to the Grade 8 – Project Manager, National Town Centre First Office. S/he will work closely with colleagues within the National TCF Office in relation to the performance of his/her duties, and also with relevant external agencies, local authorities and other stakeholders to deliver the Actions set out in the Town Centre First Policy. The Project Lead will have an important collaboration and communication role both internally within the National TCF Office and with wider national and local interests.

Key Duties and Responsibilities

Within this overall remit and under the general direction of the Line Manager, specific duties of the post will include:

- In accordance with Action 5 of the TCF Policy, support the effective work of the network of Town Regeneration Officers in local authorities through direct engagement and communication with the TRO network across a range of communication channels.
- In accordance with Action 6 of the TCF Policy, develop the new National Toolkit to support TCF delivery through the provision of a range of resources including:
- TCF Web Portal to provide an accessible and central dashboard to navigate the TCF Framework including the National Toolkit, National Policies, Sectoral supports, available funding, and specific enabling tools nationally.
- Initiatives to promote best practice in relation to town development, economic purpose, social function, digitalisation, sustainable mobility, community engagement and climate action.
- Creation of a national, integrated and scaled-up Health Check Model for utilisation by TROs and Town Teams which enables them to research and examine their town in a structured manner, utilising existing progress/best practice including the Heritage Council's Collaborative Town Centre Health Check approach.
- In accordance with Actions 6 & 18 of the TCF Policy, create a consistent national methodology and guidance for developing a TCF Plan to assist local authority TRO's, Town Teams and other stakeholders in their preparation.

- In accordance with Actions 10-12 of the TCF Policy, establish a dedicated and ongoing TCF research and evidence base platform which can be shared at a national level by towns.
- In accordance with Actions 5 & 16 of the TCF Policy, develop and provide skills, training and best practice programmes to support TCF delivery by TRO, Town Teams and others.
- In accordance with Action 25 of the TCF Policy, provide guidance and supports for the formation of effective Town Teams across a range of towns of differing scales and characteristics including best practice on successful engagement strategies and capacity building initiatives.

The Project Lead will also undertake any other duties as considered appropriate by the CEO, National Town Centre First Co-Ordinator, CCMA and/or the Board of the LGMA.

Essential Requirements

1. Character

Candidates shall be of good character.

2. Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Education, training, experience, etc.

Each candidate must have on the latest date for receipt of completed application forms:

- Hold a 3rd level qualification - Degree or equivalent.
- Be highly motivated, with a strong sense of commitment to delivering on a programme of work and willing to take on a challenge.
- Have the ability to work on his/her own initiative.
- Have excellent interpersonal and communication skills and be capable of representing the National Town Centre First Office in a professional and credible manner.
- Have developed IT skills.
- Have a knowledge of public procurement legislation.
- An in-depth understanding of the challenges facing Irish Towns nationally and of the potential impact of the Town Centre First Policy in addressing these challenges.
- An understanding of various capital funding schemes that will apply to the execution and delivery of the TCF programme.
- Knowledge and understanding of the operation of the Irish local government system.
- A proven track record of successful community and stakeholder engagement in the preparation and implementation of locally based initiatives.
- A knowledge of Collaborative Town/ Village Heath Check models including methods for the formation of effective Town Teams
- Excellent data management, collation, and analytical skills related to the preparation of projects and plans.
- Ability to deliver results on time, on budget and to the highest standards.
- Experience of managing change and implementing new initiatives with local communities, stakeholder groups and statutory agencies.
- Ability to quickly understand and engage with the technical, contextual, and socio-economic elements of a project.
- Ability to work effectively and collaboratively within a multi-disciplinary team.
- Will have his/her own transport with a full clean driving licence.
- Otherwise possess the requisite knowledge and ability and be suitable to discharge the duties of the position.

Candidates must demonstrate the following competencies as set out in the LGMA Competency Framework -see Appendix 1 and in particular the following:

Management and Change
Bringing about Change
Strategic Ability
Delivering Results
Problem Solving and Decision Making
Performance Through People
Leading and Motivating
Communicating Effectively
Personal Effectiveness
Qualifications and Knowledge
Personal Motivation, Initiative and Achievement

Application and Selection

How to apply

All applications should be emailed directly to jobapplications@lgma.ie no later than Friday **14th April, 2023 @ 5pm**. Applications must be made on the official application form and all sections must be completed in full. When completing the application form, accuracy is essential. The information you supply in the application form will play a central part of the selection process. If you do not receive an acknowledgement of receipt of your application within two working days of applying, please check your junk/spam folders as email notifications may be filtered into your junk/spam email folders. Any other queries regarding your application form should be emailed to jobapplications@lgma.ie

Shortlisting

The Agency reserves the right to shortlist applications based on the information supplied in the application form. In the event of a shortlisting exercise being employed, the Interview Board will examine the information provided in your application, assess it against the criteria based on the requirements for the position and decide if you will be shortlisted, relative to the other candidates applying for the position.

Please note, if you are an employee of a Local Authority, pursuing this role as a secondment opportunity and are shortlisted for interview, the LGMA may request confirmation that you have sought and received pre-approval from your local authority to take up this post on secondment.

Interview

Admission to the interview is conditional on receipt of a completed application form by the required cut-off date. The onus is on all applicants to make themselves available for the obligatory interview on the date specified by the LGMA and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the address specified on their application form. Virtual interviews are taking place over MS Teams. Instructions and guidance and links will be sent to you in advance of interview should you be shortlisted. Interviews will be conducted by an Interview Board set up by the LGMA. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the interview will be considered for selection. Candidates at interview must demonstrate relevant experience and job-related achievements and the following key competencies as set out in LGMA Competency Framework available in the Appendix.

Panels

A panel(s) may be formed on the basis of the outcomes of the selection process. Candidates placed on a panel may within the life of the panel be appointed as appropriate vacancies arise for both temporary and permanent posts. The placement on a panel does not necessarily lead to a job offer. Candidates whose names are on the panel may be offered a similar role at the same level within the Agency. The life of the panel will be one year. The selection process will not be concluded until such time as references have been sought and clearance checks, i.e., occupational health, verification of education qualifications have been carried out.

Deeming of Candidature to be Withdrawn

Candidates who do not attend for interview as requested or do not furnish such evidence as requested regarding any matter relevant to their candidature, will have no further claim to consideration.

Feedback & Review

Candidates have the right to seek feedback from their interview. Should a candidate be unhappy with an action or decision in relation to their application for appointment, they have the right to seek a review of the process. This request must be made within 5 working days of receiving notification of the decision on their application.

Candidates should note that canvassing will disqualify their application. The Local Government Management Agency is committed to a policy of equal opportunity.

Offer of Appointment

The LGMA shall require persons to whom an appointment is offered to take up such appointment within a period of not more than one month. If they fail to take up the appointment within such period, or such longer period as the Agency in its absolute discretion may determine, the Agency shall not appoint them. All appointments are subject to receipt of satisfactory references and candidates may be required to produce documentary evidence of qualifications or experience claimed in their applications.

Probationary Period

All new employees are required to satisfactorily complete a probationary period.

In accordance with the 'Terms and Conditions of Employment' in their employment contract employees will be required to serve an initial probationary period. During this period, the employee's performance on the job and potential abilities are evaluated to determine suitability for the position. At the end of this probationary period, a formal assessment will be carried out by the employee's line manager, resulting in a decision on whether the employee has completed their probation satisfactorily.

Principal Conditions of Service

Remuneration

The salary scale applicable to this position is Senior Executive Engineer analogous and is as follows (as at 1st March 2023):

Point No.	1	2	3	4	5
Salary	€72,515	€74,738	€75,802	€78,041	€80,298
Point No.	6	7	LSI 1	LSI 2	
Salary	€82,549	€84,815	€87,662	€90,505	

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to the LGMA any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform. Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance increments may be payable in line with current Government Policy.

Tenure

The contract duration for the position of Project Lead, National Town Centre First Office is for a three-year period from date of appointment.

Hours of Attendance

Hours of attendance will be as fixed from time to time. Typically, hours will be of the order of 35 hours per week. The position holder will be required to work a five-day week. The LGMA currently operate a transitional Blended Working model pending the introduction of national policy for the sector. The LGMA currently have a flexible working hour attendance scheme in operation.

Location

An officer's headquarters shall be such as may be designated from time to time. At present the LGMA has offices at two locations in Dublin. When absent from home or headquarters on official duty appointees will be paid appropriate travelling expenses and subsistence allowances, subject to normal regulations.

Flexible working

The LGMA Flexi Policy allows employees the opportunity and responsibility for organising their working hours within defined limits to fit in with their domestic and personal arrangements. Under the system, employees are allowed to vary their arrival and departure times and lunch breaks within fixed limits which are known as 'flexible hours'.

Blended Working

The LGMA is committed to excellence in the delivery of our broad range of services and to the quality of our customer service. In this context, the LGMA have implemented a blended working policy while maintaining our commitment to the delivery of the highest standard of services. Blended working supports effective teamwork, sustains good working relationships, and maintains a sense of belonging. All Employees are entitled to apply for blended working.

For more information on the Flexi-time and Blended working policies please contact jobapplications@lgma.ie

Annual leave

The Annual Leave allowance for New Entrants is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the LGMA, is based on a five-day week and is exclusive of the usual public holidays.

Confidentiality

All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone outside those directly involved in the recruitment process.

Freedom of Information

Candidates can expect that all enquiries, applications, and all aspects of the proceedings are treated as strictly confidential subject to the provisions of the Freedom of Information Act, 2014.

Data protection

The information submitted with an application is used in processing the candidature and subsequent employment (if successful) and such information is held subject to the rights and obligations of the Data Protection Acts.

IMPORTANT NOTICE

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate(s).

Please note that any offer of employment will be conditional upon the individual being legally entitled to live and work in Ireland

Appendix – Grade 7 Level Competencies

Section One		Section Two		Section Three		Section Four	
Management and Change		Delivering Results		Performance through People		Personal Effectiveness	
1.1	Mission and Vision and Values	2.1	Problem Solving and Decision Making	3.1	Leading and Motivating	4.1	Qualifications and Knowledge
1.2	Strategic Ability	2.2	Operational Planning	3.2	Managing Performance	4.2	Resilience and Personal Well Being
1.3	Political Awareness	2.3	Managing Resources	3.3	Managing Conflict	4.3	Integrity
1.4	Standards, Ethics and Governance	2.4	Ensuring Compliance	3.4	Communicating Effectively	4.4	Personal Motivation, Initiative and Achievement
1.5	Networking and Representing	2.5	Delivering Quality Outcomes				
1.6	Bringing about Change						
1.7	Influencing and Negotiating						
1.8	Safety, Health & Welfare at Work						

